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National Civil Service League
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Washington, D.C. 20015
Phone: (301) 654-8664

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Executive Director
Rose Williams Boyd

February 26, 1980

MEMORANDUM

To: National Civil Service League Career Service
Award Winners, Agency Heads and Coordinators

From: Rose Williams Boyd, Executive Director

Subject: Logistics for Awards Ceremony

Included in this memorandum are the necessary details for the twenty-fourth Annual Career Service Awards Ceremony to be held on Thursday, March 20, 1980, at the Office of Personnel Management Auditorium, 1900 E Street, N.W.

The awards presentation will begin promptly at 11:00 a.m. in the Office of Personnel Management (OPM) Auditorium. To facilitate stage arrangements, please try to be at the back of the stage no later than 10:45 a.m. OPM will be expecting arrivals as early as 10:30, and for your convenience coat check facilities will be available.

Bertrand M. Harding, President of the League, will open the ceremony with some brief remarks on the history and meaning of the Awards Program. The presentation of the individual awards will follow brief remarks from the Director of the Office of Personnel Management.

The awards will be given in alphabetical order (per the list of winners attached). The head of your agency (or his/her designee) will be introduced: then this official will present the agency's accomplishments for approximately two minutes. At the conclusion of the official's remarks, the award will be presented to the recipient. If the head of your agency finds it impossible to be present, we would ask that he/she name a representative at the appropriate level to present the agency's winner. We will need this information by March 14, 1980.

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Following are some specific items we know are of interest to you:

PARKING FACILITIES

Parking is very limited in this area. The closest public parking lot (PMI) is located at 20th and E Sts., N.W. The Virginia Avenue entrance of the OPM building is closest to the auditorium, but you may enter the building, after parking, through the E Street entrance.

INVITATIONS FOR GUESTS OF AGENCY OFFICIALS AND AWARD WINNERS

Each agency head may invite four guests; award winners may invite five. If more guests are expected, please contact Blanche Green at 654-8664. A list of all guests should be forwarded to the League by March 14 so that a head count and roster of guests can be maintained.

PHOTOGRAPHERS

We strongly urge each agency to assign a photographer to be present at the Awards Ceremony so that ample coverage is assured.

PUBLICITY

NCSL will be issuing a press release to the Washington Post, Washington Star and the Federal Times, as well as our regular press list, within the next couple of days. We hope that your agency will issue a press release to the winner's home town newspapers, civic and fraternal organizations, etc. The League would appreciate receiving copies of any publicity generated through your agency's efforts, sent to the attention of Blanche Green.

League staff members will be on hand the morning of the 20th to assist in any way they can to make this occasion an enjoyable one for all involved. Meanwhile if there is any additional information not covered in this memorandum, please do not hesitate to call me. I appreciate the cooperative attitude all of you have displayed, and I look forward to meeting you on the 20th.

RWB;lmg

cc: NCSL Board Members

attachment (1)

Nominees Selected for Career Awards of 1979

<u>Federal Agency</u>	<u>Nominee</u>
Department of Defense	Carl W. Clewlow, Deputy Assistant Secretary of Defense
Department of the Treasury Internal Revenue Service	Joseph T. Davis, Assistant Commissioner (Resources Management)
Department of Health, Education and Welfare	Herbert R. Doggette, Jr., Deputy Commissioner (Operations), Social Security Administration
U.S. General Accounting Office	Richard L. Fogel, Senior Associate Director
International Communication Agency	Angelina Garcia, Director of Personnel and Training
U.S. Department of Agriculture	Earl R. Glover, Regional Administrator Science and Education Administration
U.S. Department of Housing and Urban Development	Vincent J. Hearing, Deputy Assistant Secretary for Administration
National Aeronautics and Space Administration	S. Neil Hosenball, General Counsel
Equal Employment Opportunity Commission	Issie L. Jenkins, Deputy General Counsel
Central Intelligence Agency	John H. Waller, Inspector General

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TO: (Name, office symbol, room number,
building, Agency/Post)

Initials

Date

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<input checked="" type="checkbox"/> Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,

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MEMORANDUM

The file -
2-28-80 - Called Mary in the DCI's
Office to see what the date of the
ceremony was.

20 March 1980, 11 am, U.S. Civil
Service Commission Auditorium -

Then called the Office of Public
Affairs and let them know.

J

Date

FORM 101 USE PREVIOUS
5-75 EDITIONS